

QUICK STROKES

Volume III, Number 4

Whole Number 9

Work simplification for word processing

The 1976 seminars of the Word Processing Association of Minnesota will hear presentations by spokesmen for the Xerox Corporation, the Stanford Research Institute, and the Speedy Keyboard corporation.

The Speedy Keyboard speaker is Philip Davis, publisher of Quick Strokes and chairman of Working Group DSK of American National Standards Committee X4.

Morning and afternoon seminars will be held, in Minneapolis, Minnesota, on May 13. Please write to the WPA of M, P. O. Box 2144, Loop Station, Minneapolis, Minnesota 55402, for details.

Davis will deal primarily with applications of the Simplified arrangement for alphanumeric keyboards at two Bell System locations. This is the best forum for discussion of keyboard rationalization that has yet been organized. If you would like to see a Simplified arrangement on equipment at the exhibition, please express your wish to your favored manufacturer.

To readers of COSMOPOLITAN
for February, 1976, pages 118 and 119:

A small manual titled Simplified Keyboard Supplement is right for learning Simplified typing on the arrangement of the Simplified element for Selectric typewriters. \$1.50 at Speedy Keyboard application specialists listed below. This arrangement is DSK (for Dvorak Simplified Keyboard).

For learning ASK, as illustrated in Cosmopolitan and on this page, the right manual is the Smith-Corona Short Course for ASK (American Simplified Keyboard), \$5.40 from the same specialists.

The two arrangements are alike for all strokes of an incidence of as much as one in a thousand. Nevertheless, it is better to have the manual that is best for each.

Anyone with talent enough for thirty words a minute on the old arrangement

Keyboard Name:	SCM SMITH-CORONA	Keyboard No. 1776									
Smith-Corona American Simplified Keyboard (ASK)		44 Key 88 Character									
Keyboard Chart											
! 1 @ 2 # 3 \$ 4 % 5 & 6 * 7 (8) 9 0 [] + =											
CT ? / , ' : P Y F G C R L ;											
RK A O E U I D H T N S _											
" Q J K X B M W V Z											
RK											
CT—Changeable Type™											
RK—Repeat Key											
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has enough for sixty on the Simplified. When you reach that level you will be able to hold your error rate below two percent of strokeage, which will mean nice, clean scripts at production paces.

The best situation for learning is in a classroom, with a teacher. Ninety hours of instruction should bring almost any qwerty-experienced operator to 60 wpm. If the goal is to surpass the old-arrangement speed, a high one, it may take longer.

A teacher can assign material for lessons beyond the ones in the Short Course or the Supplement. The re-trainee who has mastered those exercises is ready for general copy, which a self-retrainer can select for himself. The best will be found in Dvorak, Synergistic Typing for ASK, when it is in stock.

Speedy Keyboard application specialists:

Daniel Adachi, 42 Francis Ave., Apt. 8,
42 Francis Ave., Cambridge, Massachusetts 02138, telephone 617-498-4080

Gerald Baker, 2410 College St., Cedar Falls, Iowa 50613, 319-266-2738

Philip Davis, 267 Ellis Ave., Irvington, New Jersey 07111, 201-374-9331

Roger Davis, Box 304, Summerland, California 93067, 805-969-5375

Steve Driggs, 364-A 30th Ave., San Francisco, California 94121, 415-387-1849

Jeff Hall, 2821 E. Eighth St., Room 117-A, Tulsa, Oklahoma 74104

Betty Levine, 1133 Grove St., Irvington, New Jersey 07111, 201-371-2526

Richard Sandberg, 5632 Emerson Ave. N., Minneapolis, Minnesota 55430

Barry Traver, 552 Seville St., Philadelphia, Pennsylvania 19128, 215 IV 3-1379

Gary Wasik, 18 Fairview Terrace, Greenwich, Connecticut 06830

MORE for COSMOPOLITAN readers:

If you want to use your Simplified-keyboard typewriter before you start on the Supplement or the Short Course, you can do it. After all, hunting and pecking is easier on Simplified than on the old arrangement.

Books in review

Here Comes the Simplified Keyboard! and Managing the SK are new booklets by Belmont W. Adams, a member of the Quick Strokes advisory board. They are available at the author-publisher's own office, 4 Park Ave., RFD 1, Scarborough, Maine 04074, or from any of the ten Speedy Keyboard specialists listed at the left.

These books, 39 and 19 pages respectively, will be welcomed by everyone with an interest in keyboard productivity. Adams is an accounting and systems expert with long experience in the home office of Union Mutual Life Insurance Company. From the beginning of his study of the Simplified keyboard arrangement, he recognized a potentiality in it which he calls "tremendous."

Finding no compilation of the basic facts about Simplified keying in any library, he spent months and money in research. So that others would not have to repeat such lengthy and costly study, he put into these books the SK information that everyone wants.

There is material for students, parents, professional typists, average individuals -- for anyone who wants to use the SK or merely wants to know more about it.

There are calculations of the money-in-pocket advantage of equipping and training for Simplified keying. There is information about SK typewriters and texts and about other published material.

Adams knows about Simplified keying from his study, from operating several SK machines, and from keenly interested observation of the pilot SK program at Union Mutual.

Quick Strokes offers

One-year subscription, value	\$5
plus <u>Here Comes</u> , value	.. 3
	Total \$8
for	\$5
or	

Quick Strokes for a year, plus Here Comes, plus Managing the SK, value \$2, all for \$6.50!

To order the books separately, send

\$3 for Here Comes the Simplified Keyboard or \$2 for Managing the SK, plus 20 cents each for packing and shipping, to the publisher, B. W. Adams, 4 Park Ave., RFD 1, Scarborough, Maine 04074, or to any of the Speedy Keyboard application specialists.

Distinguished Michigan operator

Arnold J. Madiol
WO-1 USA Ret.
436 Orchard Avenue
Grand Haven, Michigan
49417



Mr. Madiol, pictured above, was working as a transcriber for a firm of court reporters -- piece work -- when he made the switch from the old arrangement on the keyboard to the Simplified. He got his Simplified typewriter on a Wednesday, took it to the job on Thursday, made a pretty fair check that week, and within a few weeks was drawing bigger checks than any of his workmates, enjoying his work more, and putting in fewer hours in a week than any of them.

Although no longer tapping keys for a living, Mr. Madiol maintains a speed of well over 80 words per minute and declares in capital letters that he "would never go back" to the old arrangement.

Any who think that converting telecom-

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communication equipment is difficult may call Mr. Madiol into consultation. He has had experience in converting such equipment and at operating the converted tape perforator.

Converting the Selectric

There are two ways to convert a Selectric typewriter, namely, by substituting a Simplified typing element for the traditionally arranged ones and, secondly, by rearranging the interposers.

For best uniformity of impression, it is necessary to install a universal vane in place of the traditional vane in a traditionally assembled Selectric. More on this in later issues of Quick Strokes.

Meantime, a uniformity of impression which is satisfactory to some users of Selectric equipment can be obtained by putting the vane out of commission, by releasing its link.

The Simplified element is available from Speedy Keyboard Enterprises, Inc., and its application specialists, in two faces, namely, a pica which is equivalent to IBM Courier and an elite equivalent to Artisan.

Conversion by substitution of element provides an arrangement, called DSK, in which the digits are "scrambled" -- that is, they are in the order, left to right, 7, 5, 3, 1, 9, 0, 2, 4, 6, 8. If this arrangement is preferred, it can be provided also by rearrangement of the interposers.

Most operators and most beginning learners would rather find the figure 1 in its traditional, awkward, location than reach in for it with the left forefinger.

Hence, it would appear that in the long run, conversion of Selectric typewriters will take the form of the ASK arrangement (see front cover of this issue) obtained by rearrangement of interposers.

Meantime, the Simplified typing element, which can be ordered from any Speedy Keyboard application specialist and delivered in two or three weeks, is a quicker solution. The price is \$100 for either face.

Condolences

Computers and People, formerly Computers and Automation, reprinted in its January, 1976, issue the obituary for August Dvorak, in its entirety, from Quick Strokes 9. Edmund C. Berkeley is editor of Computers and People.

Graphic Communications World, A. E. Gardner, editor, devotes a paragraph in its January 20, 1976, issue, to a note on the death of Dvorak and records that "exhaustive testing repeatedly confirmed his keyboard's ability to increase a typist's productivity by more than 75%". G. C. W. is now published at Lake Tahoe, California.

Mr. Udayan C. Amdekar, director of the Amdekar Institute of Commerce, Bombay, India, writes, "It was Dr. Dvorak who introduced me to many researchers including you, Mr. Louis Rosenblum, Mr. Leonard J. West -- and our head man is now plucked especially when his work began to bear fruit and he could have enjoyed his last days of life with contentment."

Mr. Amdekar may take consolation from the flowers for the living which Dvorak did receive in the final year of his life. The award of a plaque from the Phonemic Spelling Council, the press party at the Space Needle, sponsored by the SCM corporation, the response to the press, radio, and television coverage, and the engagement to write Smith-Coronas's Short Course for ASK combined to make those months what the widow, Hermione Dvorak, now calls "the great days".

Arthur D. Dunn, consultant in information handling, of Ottawa, Ontario, Canada, writes, ". . . the last issue was for me a very sad one because of your report of the passing of Dr. Dvorak. I had considerable correspondence with that fine gentleman a few years ago, and while I did not agree with all of his comments I recognize his contribution to a most important necessity of today."

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Two models for delivery in
about two weeks after receipt
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SCM Coronamatic 7000

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carriage, color blue, please
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button return, blue color, please
specify pica or elite . . . \$324.50

Write to or call a Speedy Keyboard
application specialist. See page 2.

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